

ATTACHMENT C

Virginia Board of Nursing Accommodations Guidance



COMMONWEALTH of VIRGINIA

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MEMORANDUM

To: Board Members and Board Staff

From: Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director, Education

Date: October 10, 2007

Subject: Guidelines for Requests for NCLEX and NNAAP Accommodations

1. Requests for NCLEX and NNAAP accommodations must be complete and received by the Board staff no later than three weeks prior to the scheduled Board meeting. Only physical or mental impairments that substantially limit one or more major life activities are considered disabilities subject to protection of the American with Disabilities Act.
2. Supporting documentation must include the following to be considered for review by the Board:
 - Letter of request from the candidate that specifies the testing accommodation requested
 - A written report of an evaluation (educational, psychological, or physical) within the preceding two years from a qualified professional which (a.) states a diagnosis of the disability, and describes the disability and recommends specific accommodations, and (b.) provides justification that the accommodation is appropriate and necessary for the diagnosed disability.
 - A written statement from the Program Director (or designee) of the nursing education or nurse aide program which describes any testing accommodations made while the student was enrolled in the program.
3. Requests will be mailed to the Board members no less than two weeks prior to the scheduled Board meeting.
4. If the request for accommodation is granted, the information will be forwarded to either the National Council of State Boards of Nursing (NCLEX) or Promissor (NNAAP) for approval.
5. Candidates will be notified in writing of the Board's decision within 1 week of the Board meeting.